



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2501
<http://probation.co.la.ca.us>



ROBERT B. TAYLOR
CHIEF PROBATION OFFICER

April 5, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF CONTRACT WITH
MORRISON MANAGEMENT SPECIALISTS, INC.
TO PROVIDE FOOD SERVICES AT LOS PADRINOS JUVENILE HALL
(3 VOTES, ALL SUPERVISORIAL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that services performed by Contractor under this contract are more cost effective than if performed by County employees.
2. Approve and instruct the Chairperson to sign the attached contract (Attachment I) with Morrison Management Specialists, Inc., for the provision of food services at Los Padrinos Juvenile Hall for the Probation Department at an estimated annual amount of \$1,600,223 for the period of May 1, 2007 through April 30, 2008, with an option to renew for four additional 12-month periods. Funding for this contract is included in the FY 2006-07 Adopted Budget.
3. Delegate authority to the Chief Probation Officer to execute modifications extending the contract term for four additional twelve-month periods at an estimated amount of \$1,600,223 per term, upon approval as to form by County Counsel.
4. Delegate authority to the Chief Probation Officer to prepare and execute modifications to the contract not to exceed 10% of the contract amount and/or 180 days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel. The Chief Probation Officer will notify the Chief Administrative Office in writing within 10 business days after execution.

PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions are to obtain approval of a contract with Morrison Management Specialists, Inc., for food services at Los Padrinos Juvenile Hall (LPJH) for the Probation Department. The proposed contract will commence following approval by your Board on May 1, 2007.

The Probation Department has contracted for the provision of food services at LPJH since 1981. LPJH is an institutional setting that has a unique work location. It is open seven days a week, 24 hours a day. The contractor's major function is to provide reliable food services that include the purchase, delivery, storage, preparation and serving of food to all juveniles and authorized personnel at LPJH. The contracted services must be performed in accordance with County and State standards and nutritional guidelines and in a manner consistent with the long-range plans, goals and objectives of providing quality food at LPJH.

The Probation Department provides oversight of the contractor and ensures accountability for the services provided. Approval of this contract will enable the Probation Department to continue receiving food services at LPJH.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal #2: Workforce Excellence: Enhance the quality and productivity of the County workforce; Goal #3: Organizational Effectiveness: Ensure that service delivery systems are efficient, effective, and goal-oriented; and Goal #4: Fiscal Responsibility: Strengthen the County's fiscal capacity.

FINANCIAL IMPACT/FINANCING:

The estimated annual cost of this contract is \$1,600,223. The annual savings to the County is estimated at \$179,378 (See Attachment II). The price per meal at the meal range of 2100-2199 is \$2.0420. Because the annual number of meals cannot be projected with certainty given the fluctuations of juveniles entering the system, the actual contract savings may be more or less than estimated. Attachment III shows the benefits available to contract employees. Attachment IV provides the process used for contracting with community business enterprises. Funding for this contract is included in the Department's FY 2006-07 Adopted Budget. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since 1981, Probation has contracted for food services at LPJH. The need for food services continues to exist at this location. The scope of work for this contract includes the purchase, delivery, storage, preparation, and serving of food to all juveniles and authorized personnel at LPJH. The contractor will also be responsible for all related recordkeeping, housekeeping, and sanitation requirements. Approval of this contract will not replace County employees. The contract is authorized by Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The Department has complied with all requirements for contracting with private businesses under Los Angeles County Code Chapter 2.121. Consistent with these requirements, the awarded contract will provide all services at a cost less than the County.

Pursuant to County Code Chapter 2.121.330, the Probation Department conducted a competitive solicitation process, which included public notice. Such notice was given in sufficient time and was included in newspapers of general circulation and ISD's website.

There is no departmental employee relations impact as these services have been contracted since 1981. All requirements of Los Angeles County Code Section 2.121.380 have been met. The contract will not result in a reduction of County services.

The Department evaluated and determined that the Living Wage applies to the recommended contract. On February 13, 2006, your Board amended the Living Wage Ordinance with an effective date of March 15, 2007 and a 90-day implementation period. Consistent with the Board's action, the recommended contract will be amended to include the revised Living Wage Ordinance requirements at the end of the first contract term. As such, the contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201).

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract. The contract also contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, and the provision of paid jury service time for contractor employees.

In accordance with the Chief Administrative Office memorandum dated June 19, 2002, the proposed contractor has been instructed to register on WebVen.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

County Counsel has approved the contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a comprehensive Request for Proposals (RFP) was released on July 14, 2006. Approximately 70 letters were sent to service providers and advertisements were run in the Los Angeles Times, the Compton Bulletin, and Lynwood Journal. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department Web Site (Attachment V). As a result, seven potential providers requested copies of the RFP, five potential providers attended the mandatory bidder's conference, and three proposals were received. The three proposals received were reviewed by a contract analyst, and all met the minimum requirements.

A committee was formed to evaluate proposals submitted in response to the RFP. The evaluation committee, consisting of Probation staff and County retired staff reviewed a total of three proposals. The proposals were evaluated using an initial screening "pass/fail" process, which was consistent with the Selection Process, and Evaluation Criteria set forth in the RFP.

The proposals submitted by Integrated Support Solutions, Inc. (ISSI), Morrison Management Specialists, Inc., and Aramark Correctional Services, Inc. passed the initial screening. They were rated and scored by the evaluation committee using a point system that covered: 1) plan for providing required services; 2) experience and capability; 3) references and history of any labor law violations; 4) quality control plan; and 5) proposed fee/price.

Morrison Management Specialists, Inc. did not provide the lowest proposed price, however, as a result of the competitive and comprehensive evaluation process, Morrison's proposal received the highest overall rating by the evaluation committee. Morrison's submitted a

The Honorable Board of Supervisors

April 5, 2007

Page 5

responsive proposal that reflected an excellent understanding of the services to be provided. Morrison Management Specialists, Inc. outlined a quality plan and demonstrated they were experienced and capable of providing the required services.

The Auditor-Controller has reviewed the cost comparison and concurs that the contract is cost effective.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

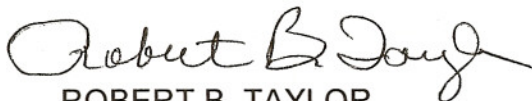
This contract will continue the current level of services.

It is requested that the Executive Officer, Board of Supervisor, forward a copy of the executed contract to:

Probation Department
9150 E. Imperial Hwy, Rm. A66
Downey, CA 90242
Attention: Yolanda Young, Director
Contracts & Grants Mgmt. Division

Morrison Management Specialists, Inc.
1727 Axenty Way
Redondo Beach, CA 90278
Attention: Edward Clark, Project Director

Respectfully submitted,



ROBERT B. TAYLOR
Chief Probation Officer

RT:td

Attachments (5)

c: Chief Administrative Officer
County Counsel